

Notes for Georgia Archives Researchers

Effective August 17, 2010

Photocopies are on the honor system. Please tell a staff member how many copies you have and receive a yellow payment sheet to take to the Customer Service Desk where you will pay for your copies. Failure to pay for copies will result in the loss of research privileges

Permitted in the Reference Room

Children under the age of 13 may accompany the Researcher into the Reference Room (Not into the Original Document Reading Room) but must be closely supervised by the Researcher at all times.

Pencils, laptop computer without case

Paper and personal notes (Not permitted in the Original Document Reading Area)

Flash drives may be used to save images from computers and microfilm readers (no software, images, or other materials may be loaded on Archives computers).

Hand-held camera without flash or case (see rules for use, no additional equipment such as lighting or tripods permitted)

Sweaters or similar in-door wear

Cell phones or pagers on silent or vibrate mode (move to lobby to take call)

NOT Permitted in the Reference Room

Pens, markers, colored pencils, highlighters, etc.

Briefcases, bags, purses, fanny packs, envelopes, or any enclosed containers (even if the enclosure is clear).

Food, beverages (including water), tobacco products, gum, candies, etc.

Outdoor wear including coats, hats, scarves, gloves, umbrellas, etc

Scissors, tape, post-it type notes

Copiers or scanners of any type

Firearms or weapons of any type

Microfilm or media from external sources.